



# **Commission Briefing on Equal Employment Opportunity (EEO) and Workforce Planning**

**Office of Human Resources  
Office of Small Business and Civil Rights  
May 28, 2008**

# Agenda

- Critical Skills Staffing
- Training and Development
- Employee Satisfaction
- Business Process Improvements
- Small Business and Civil Rights

# **Critical Skills Staffing**

**James F. McDermott, Director  
Office of Human Resources**

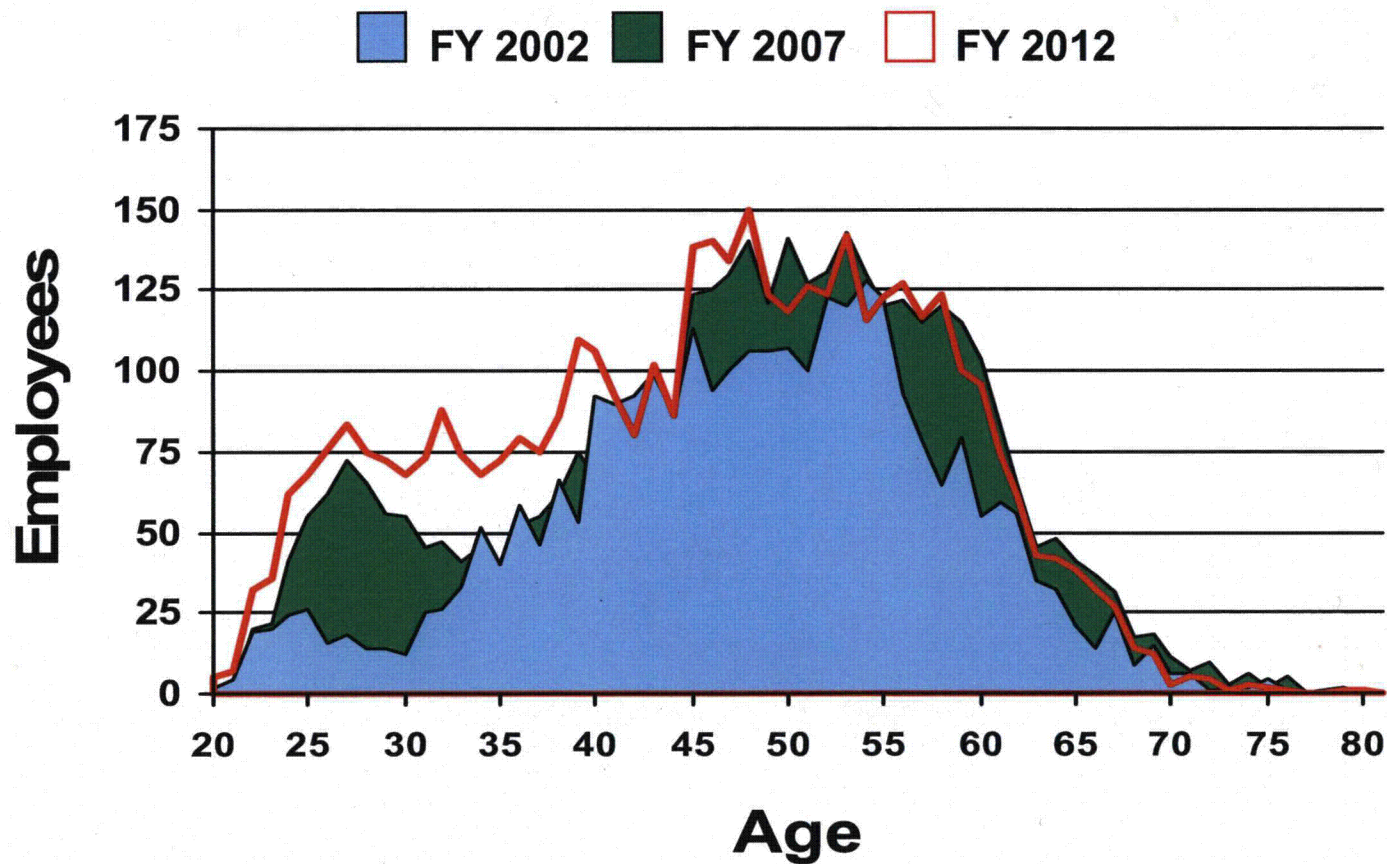
# Critical Skills Staffing

- Increasingly competitive environment for highly skilled individuals
- Different workforce demographics
- Workforce expectation for increased flexibilities and worklife benefits
- Additional tools available to attract and retain employees

# Critical Skills Staffing

- Critical Skills Needs
  - Engineering (Digital Instrumentation & Control, Materials, Risk & Reliability)
  - Construction Specialties (Structural, Welding, Concrete)
  - Health Physics
  - Administrative Management Skills (Information Technology, Cyber Security, Acquisition)

# Age Distribution of Permanent Employees



# **Training and Development**

**Kathy Halvey Gibson, Associate  
Director for Human Resources  
Training and Development**

# Training & Development

- On-line learning at the desktop
- Enhanced tools for instructor-led training
- Simulation capability for new reactor designs
- Leadership academy



**Employee Satisfaction  
Business Process Improvements**

**Miriam Cohen, Deputy Director  
Office of Human Resources**

# Employee Satisfaction

- Meaningful and challenging work
- Quality supervision
- Flexible work environment
- Amenities
- More varied and immediate awards
- Upward, peer and customer/stakeholder feedback

# **Business Process Improvements**

- Streamlined hiring process
  - Simpler application process
  - Automated rating and ranking
  - Lean Six Sigma improvements
- Modernization
  - Electronic Official Personnel Folders
  - Retirement System Modernization
  - Agency guidelines on-line

# **Small Business and Civil Rights**

**Corenthis B. Kelley, Director  
Office of Small Business and Civil Rights**

# Agenda

- Outreach and Compliance Coordination Program (OCCP)
- Small Business Program
- Comprehensive Diversity Management Plan (CDMP)
- Civil Rights Program

# **Outreach and Compliance Coordination Program**

- Outreach Activities
  - Voted 2008 “Top Supporter” of HBCUs
  - Funded research leading to scientific breakthrough
  - Funded STEM activities for 300 students
  - MSIP showcased at President’s Advisory Board
  - Draft measures – office review pending

# **Outreach and Compliance Coordination Program**

- **Compliance Activities**
  - Developed and implemented formal program
  - Progress in 10 subprogram areas
  - Conducted pre- and post-award compliance reviews
  - Monitored compliance of 57 recipients
  - Assisted offices in providing LEP support
  - Conducted POC orientation training

# Small Business Program

- Strategies for Service Disabled Veteran Owned Small Business (SDVOSB) contracting
  - Pilot a mentor-protégé program
  - Increase outreach and external/internal training
  - Increase SDVOSB set-asides
  - Establish contract incentives
  - Increase contract opportunities



# **Comprehensive Diversity Management Plan (CDMP)**

- CDMP measures
  - Non-retirement losses
  - Staff development
  - GG 13-15 feeder groups
  - Leadership positions
- Diversity awareness training

# Civil Rights Program

- EEO complaints management
  - Monitor complaint trends
  - No backlog of complaints
  - ADR awareness
  - New tracking system
- Office assessments

# Acronyms

<b>ADR</b>	Alternative Dispute Resolution
<b>CDMP</b>	Comprehensive Diversity Management Plan
<b>EEO</b>	Equal Employment Opportunity
<b>GG</b>	General Grade
<b>HBCU</b>	Historically Black Colleges and Universities
<b>LEP</b>	Limited English Proficiency

# Acronyms

<b>MSIP</b>	Minority Serving Institutions Program
<b>OCCP</b>	Outreach and Compliance Coordination Program
<b>POC</b>	Point of Contact
<b>SDVOSB</b>	Service Disabled Veteran Owned Small Business
<b>STEM</b>	Science, Technology, Engineering, and Math

# Closing